

DEPARTMENT OF CONSUMER PROTECTION  
JOB OPPORTUNITY  
HEALTH PROGRAM ASSISTANT 2  
MEDICAL MARIJUANA PROGRAM  
DRUG CONTROL DIVISION

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list (see eligibility requirement below).

**Location:** 165 Capitol Avenue, Hartford, CT

**Job Posting No:** 102670

**Hours:** 40 Hours/Week

**Salary:** FP21 / \$56,444 - \$74,724 annual  
**NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM**

**Closing Date:** August 23, 2012

**Position Description:** Anticipated duties of this position as Health Program Assistant 2 in the Drug Control Division of the Department of Consumer Protection include but are not limited to; Assisting in the planning of Public Health campaigns targeting the general public, practitioners and other groups; Developing brochures, posters, flyers and other educational materials. Developing and maintaining the Medical Marijuana Program web pages; Conducting presentations to healthcare organizations and other entities on the Medical Marijuana registration process; Answering Medical Marijuana questions by e-mail, telephone and/or other means; Attend in-state and out-of-state conferences or meetings; Coordinating media request with the department's Communications Office and composing press releases on the Medical Marijuana Program; Gathering, reviewing and interpreting Medical Marijuana data; Assist in the coordination of studies in the growing of Medical Marijuana effects on patients and public health; Conducting research on the effectiveness of certain Marijuana strains; Assisting in the establishment and implementation of short and long-range goals, objectives, policies and operational procedure; Preparing and/or revising legislative proposals for the Medical Marijuana Program.

**Preferred Knowledge, Skills and Abilities:**

- Experience with communication strategies;
- Experience in preparing health education program objectives and evaluating program results;
- Experience with computers and data management;
- Experience in the preparation of written materials (i.e. reports, letters, grants, minutes, etc.);
- Strong oral and written communication skills;
- Working knowledge of Microsoft Office products.

**Eligibility Requirement:** Candidates must have applied for and passed the Health Program Assistant 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter which states their interest and suitability for the position and whether they are on a current Health Program Assistant 2 exam list or hold the title; a resume; their last two (2) current annual performance evaluations; and an Application for Employment to:

Carolyn Kozak, Human Resources Specialist  
DAS / SmART-HR  
165 Capitol Avenue, 5<sup>TH</sup> Floor-East  
Hartford, CT 06106  
Confidential Fax: (860) 622-4924 (preferred method)  
Email: carolyn.kozak@ct.gov

**Applications must be received by the closing date above.** Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.